

## Volunteer Position Description: Host (volunteer)

<b>Role:</b>	Host (volunteer)
<b>Time commitment:</b>	<ul style="list-style-type: none"> <li>• Shifts of approx. 2 hours are available Mon – Thurs, 9:30 – 1:30 in Term 1 2021</li> <li>• We are ideally seeking a commitment of one shift per week for the duration on Term 1, however this is flexible</li> </ul>
<b>Location:</b>	198 Napier Street, Fitzroy
<b>Reports to:</b>	Volunteer Coordinator (Ruby)
<b>Contact:</b>	Please direct applications and questions to Ruby Foley: <a href="mailto:ruby@fln.org.au">ruby@fln.org.au</a> 9417 2897
<b>About Fitzroy Learning Network</b>	
<p><b>Our vision is of a strong, fair, inclusive and engaged community.</b></p> <p>Fitzroy Learning Network is a non-profit Neighbourhood House and Registered Training Organisation. Since the 1980s we have provided a wide range of programs and services to the Fitzroy community. We have a particular focus on refugees, asylum seekers, and people from migrant backgrounds. We recognise and use the strengths of our local community to create pathways to education, employment, wellbeing, and social connection.</p> <p><b>We believe that the communities we support should be directly included in the way we work. For this reason, we strongly encourage applications from people from diverse cultural and language backgrounds, social housing tenants, Aboriginal and/or Torres Strait Islander people, LGBTIQ+ people, people with disabilities, and members of other marginalised communities.</b></p> <p>We do not tolerate any form of discrimination or harassment from or towards staff, volunteers, or students. We are committed to providing a child-safe and inclusive environment. We have zero tolerance for child abuse.</p> <p>For more information please visit our website <a href="http://www.fln.org.au">www.fln.org.au</a></p>	
<b>About this role</b>	
<p>As COVID-19 restrictions ease, we need volunteers in this role to help make it possible for students to safely return face-to-face classes at FLN. Volunteers will support students to understand and follow social distancing requirements when attending classes onsite.</p>	
<b>Key responsibilities</b>	
<ul style="list-style-type: none"> <li>• Welcome students who arrive at FLN and check in with them to ensure they are comfortable and can have any concerns or suggestions heard</li> <li>• Oversee students' entry into and exit from the building, including ensuring all students/visitors are registered for contact tracing purposes</li> <li>• Explain social distancing precautions to students when needed</li> <li>• Supervise areas and kindly remind students of social distancing precautions if necessary</li> <li>• Note: these duties will be undertaken predominantly in FLN's outdoor areas</li> </ul>	

**What you need for this role**

Must have:

- Good communication skills
- Able to work with people who are learning English
- Able to work independently
- A non-judgmental attitude
- Can work respectfully with diverse people
- Punctuality – as this role exists to oversee the safe arrival of students to class it is important that volunteers are on time and alert the Volunteer Coordinator if they are running late
- Acceptable result from a police check (paid for by us), Working with Children Check and referee check  
*(Please note: we consider all applications. We do not automatically exclude people with criminal records.)*

Nice but optional:

- Ability to speak a language other than English

**Why volunteer with Fitzroy Learning Network?**

- Become a member of a volunteer team that supports your local community
- Experience cross-cultural learning and connection
- Develop new skills and use existing ones
- Starting and ongoing training opportunities offered
- We provide professional references to volunteers who commit for at least 3 months

**How to apply**

- Please email [ruby@fln.org.au](mailto:ruby@fln.org.au) with your resume if you have one, and tell us why you would be a great Digital Literacy Classroom Assistant
- Please apply by December 31st 2020